

BINGLEY TOWN COUNCIL

MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 26th JUNE 2018 AT 6:30PM AT CARDIGAN HOUSE, FERNCLIFFE ROAD, BINGLEY, BD16 2TA

Start: 6:30pm

Finish: 9:00pm

Councillors Present: Councillors Brazendale, Clough, Dawson, Dearden, Goode, Hardman, Owen, Quarrie, Simpson, J Wheatley and Winnard.

In attendance: Laura Jowett, Administrative Officer

Members of the public: Seven

1819/29 Chair's Remarks

Lots of projects have come to fruition in the past month. Of particular mention:

- Planters and horticultural displays looking fabulous. Thanks to Cllrs Simpson, Goode, Hardman and Quarrie, members of the Green and Clean sub-committee and all the horticultural groups around the parish, Carlton Nurseries and the Town Council staff.
- Green and Clean forum was a great success – so too the recent litter pick at Crossflatts.
- The first Bingley summer market was a great success, more stalls planned for the next one. Thanks to all councillors who volunteered: Simpson, Goode, O'Neill, Quarrie, Winnard, Dearden. Thanks to the staff too and also Kirsty Osborne, of Cottingley Cornerstone, who stepped in as a first aider. Chair's allowance to be used to send a token of appreciation.
- Much to look forward to including Eldwick Gala, Bingley Civic Service, Bingley Biathlon, Bingley Show and Cottingley Fun Day. Councillors not already involved in these events are encouraged to volunteer for the council stall.
- Note with great sadness that the Clerk has had to take a period of sick leave. Council sends good wishes and looks forward to welcoming her back.

1819/30 Disclosures of interest

- 1. To receive declarations of interest from councillors on items on the agenda.**
- 2. To receive written requests for dispensations for disclosable pecuniary interest**
- 3. To grant any requests for dispensation as appropriate.**

Councillors Dawson and J Wheatley noted their interest in item 1819/34. They are trustees of Bingley Pool. Councillor Dawson has a dispensation to speak, but not vote on matters to do with Bingley Pool.

No written requests for dispensation had been received.

1819/31 Apologies for Absence

- 1. To note apologies for absence**
- 2. To receive and consider apologies for absence**
- 3. To approve reasons for absence**

Resolved to approve the apologies of Councillor O'Neill. Proposed Councillor J Wheatley, seconded Councillor Goode and agreed. All were in favour.

Resolved to approve the apologies of Councillor Truelove. Proposed Councillor Winnard, seconded Councillor Quarrie and agreed. All were in favour.

Councillors Beckwith, Fenton and M Wheatley were not present.

1819/32 Resolution to Adjourn the Meeting

RESOLUTION to adjourn the meeting in order to receive reports from invited guests and in order that the public be permitted to make representations, answer questions and give evidence in respect of any items of business included on the agenda or ask questions on any other matter of relevance to the parish.

Public Participation

- **Questions / observations from members of the public**
- **Reports from invited guests:**

A resident raised concerns about the impact on Bingley of a business park being granted planning approval on Keighley's flood plain. If this item appears on a future agenda the resident will be notified.

Members of the Changing Places campaign raised queries about the Friends of Bingley Pool's attitude towards a Changing Places facility being installed at Bingley Pool.

Jag Picknett, the Co-Chair of Friends of Bingley Pool gave an update on Bingley Pool and reported on the grant awarded by Bingley Town Council in June 2017 for a feasibility study.

The chair gave thanks for the update and for the efforts of Friends of Bingley Pool.

1819/33 Minutes of Previous Meetings

To confirm as a correct record the minutes of the:

- a) Annual Meeting of the Council held on 29th May 2018**
- b) Ordinary meeting of the Council held on 29th May 2018**

Resolved to approve the minutes of the Annual meeting held on 29th May 2018 as a correct record. Proposed Councillor Winnard, seconded Councillor J Wheatley and agreed. All were in favour, bar one abstention from the vote.

Resolved to approve the minutes of the ordinary meeting held on 29th May 2018 as a correct record. Proposed Councillor Hardman, seconded Councillor Dearden and agreed. All were in favour, bar one abstention from the vote.

1819/34 Toilets/office

- a) To consider the request for adjustment to the toilet/office block**
- b) To consider the report on the adjustment to the office block**
- c) To consider next steps, including continuing investigations into a Changing Places facility**
- d) To consider next steps on the building project**

One member of the public left the meeting at 7.16pm

- a) The request had been circulated in advance of the meeting and was considered
- b) The report had been circulated in advance of the meeting and was considered

Resolved to approve the report on the request for an adjustment to the office block. Proposed Councillor Winnard, seconded Councillor J Wheatley and agreed, all were in favour.

- c) **Resolved** to continue investigations into installing a Changing Places facility in Bingley Pool. Proposed Councillor Simpson, seconded Councillor Quarrie and agreed, all were in favour.

Resolved that Bingley Town Council commit in principle to providing a Changing Places facility within the community. Proposed Councillor J Wheatley, seconded Councillor Brazendale and agreed. Ten were in favour and there was one abstention from the vote.

- d) **Resolved** to put the project management of the building project out to formal tender and to delegate the investigations into the process to the Town Centre and Regeneration Sub Committee. Proposed Councillor Simpson, seconded Councillor Owen and agreed, all were in favour.

1819/35 Market

- a) **To consider a Balance of Trade policy**
- b) **To consider the Charity Stall policy**
- a) **Resolved** to note that the markets are being run as a pilot scheme this year and that during the pilot scheme decisions about the stalls will be made by the market manager, a Balance of Trade policy will be considered following review of the pilot scheme in the autumn. Proposed Councillor Winnard, seconded Councillor Quarrie and agreed, all were in favour.
- b) A proposal was made to amend the policy at point 1(a) to allow charity stalls to attend at a ratio of 1 in 10. Proposed Councillor J Wheatley, seconded Councillor Brazendale. The proposal was not carried. Two were in favour and 9 were against.
Resolved to adopt the Charity Stall policy. Proposed Councillor Winnard, seconded Councillor Dearden and agreed, all were in favour.

1819/36 Playscheme

- a) **To consider the Town Council running a play scheme**
- b) **To note requirements about obtaining three quotations**
- c) **To receive the risk assessment for the suspension of financial regulations to obtain three quotations for the playscheme**
- d) **To consider next steps**
- e) **To receive the risk assessment for the suspension of financial regulations to obtain three quotations for the portable toilet hire**
- f) **To consider next steps**
- g) **To delegate to the Finance and General Purposes committee, provision of insurance for the portable toilets**
- a) A report was circulated prior to the meeting explaining that each play in the park event would cost £400, with the price including staff, resources, generator, fuel and hire vehicle. At least one member of staff would be first-aid qualified and a first aid kit would be present. The event would be covered by Bradford Council insurance. Bradford Council have confirmed they would undertake the risk assessments, provide an Equality Impact Assessment and complete the Public Safety Liaison Group form. Bradford Council, Community Play & Development Services would complete the appropriate booking forms for the parks. Provisional dates in the 6 weeks holiday would be: Friday 27th July 2018, Saturday 4th August 2018, Tuesday 7th August 2018 and Tuesday 14th August 2018
- b) It was noted that financial regulations require 3 quotes for items or services costing in excess of £500.
- c) The risk assessment for the suspension of financial regulations to obtain three quotations had been circulated prior to the meeting. The reason for the suspension of the requirement to obtain three quotations is that the events have been run successfully before and the time and resources required to obtain three quotes would outweigh the likelihood of a cheaper quote. **Resolved** to suspend Financial Regulations to allow Bradford Council's quotation to be accepted without comparative quotes. Proposed Councillor Goode, seconded Councillor Hardman and agreed, all were in favour.
- d) **Resolved** to run a Play in the Park scheme on the dates specified on the condition that copies of all documentation are received from Bradford Council by Friday 6th July, for the

cost of £400 per event. Proposed Councillor Goode, seconded Councillor Hardman and agreed, all were in favour.

- e) The risk assessment for the suspension of financial regulations to obtain three quotations had been circulated prior to the meeting. The reason for the suspension of the requirement to obtain three quotations is that three quotes for portable toilet hire have been obtained very recently for the markets project. **Resolved** to suspend Financial Regulations to allow the quotation from Rob Carter (Retrac) to be accepted without comparative quotes. Proposed Councillor Owen, seconded Councillor Dearden and agreed, all were in favour.
- f) **Resolved** to place an order for the hire of one single portable toilet and one wheelchair accessible (with baby changing facilities) portable toilet for the cost of £170 +vat for each of the four events, total cost £680+v. Proposed Councillor Goode, seconded Councillor Hardman and agreed, all were in favour. **Resolved** to investigate the hire of portable changing places facilities in advance of the next Finance and General Purposes meeting. Proposed Councillor J Wheatley, seconded Councillor Simpson and agreed, all were in favour. **Resolved** to investigate poster and materials from Bradford Council for the Play in the Park events. Proposed Councillor Hardman, seconded Councillor Quarrie and agreed, all were in favour.
- g) **Resolved** to delegate the provision of insurance for portable toilet hire to the Finance and General Purposes committee. Proposed Councillor J Wheatley, seconded Councillor Simpson and agreed, all were in favour.

The meeting was suspended for a comfort break due to the heat at 7.53 pm.

The meeting reconvened at 8.00pm.

Three members of the public left the meeting at 8.00pm.

1819/37 Annual Report

- a) **To consider arrangements for the Annual Report**
- b) **To consider additional expenditure for a larger print run**
- c) **To consider professional delivery of the Annual Report**
- a) Arrangements for the Annual Report were considered.
- b) **Resolved** to increase the print run to 11,500 copies and to place the order with Fullstop Studios for the cost of £480. Proposed Councillor Dawson, seconded Councillor Owen and agreed, all were in favour.
- c) **Resolved** to appoint Yorkshire Flyers to deliver the Annual report to each household in the parish, to note trade access to flats, to be delivered as a solus item by the end of August at the latest. Proposed Councillor Dawson, seconded Councillor Simpson and agreed, all were in favour. **Resolved** to delegate signing off the Annual Report to the Finance and General Purposes Committee. Proposed Councillor Owen, seconded Councillor Wheatley and agreed, all were in favour.

1819/38 Neighbourhood Plan

- a) **To review the Terms of Reference for the Neighbourhood Planning Working group**
- b) **To appoint Tony Urwin to the Neighbourhood Planning Working group**
- a) **Resolved** to approve the Terms of Reference for the Neighbourhood Plan Working Group. Proposed Councillor Hardman, seconded Councillor J Wheatley and agreed, all were in favour.
- b) **Resolved** to appoint Tony Urwin to the Neighbourhood Plan Working Group. Proposed Councillor Goode, seconded Councillor J Wheatley and agreed, all were in favour.

1819/39 Policies

To approve the recommendation of the Finance and General Purposes committee to approve:

a) The Data Retention and Information policy

b) The e-mail signature strip

- a) **Resolved** to amend the Data Retention policy to reflect that the maximum time for retaining Electronic Routine Correspondence be amended to 12 months. Subject to this amendment, **resolved** to adopt the Data Retention Policy for Bingley Town Council. Proposed Councillor Winnard, seconded Councillor Dawson and agreed, all were in favour.

Two members of the public left the meeting at 8.10pm

- b) **Resolved** to adopt the e-mail signature strip. Proposed Councillor Simpson, seconded Councillor J Wheatley and agreed, all were in favour.

1819/40 Beck Lane Deer Fence

a) To receive the risk assessment for the suspension of financial regulations to obtain three quotations

b) To consider the installation of the deer fence at Beck Lane

- a) The risk assessment for the suspension of financial regulations to obtain three quotations had been circulated prior to the meeting. The reason for the suspension of the requirement to obtain three quotations is to allow the order to be placed with Rob Nelson. Extensive attempts had been made to obtain three quotations however contractors were reluctant to attend to give quotations, two quotes were obtained but a third could not be. **Resolved** to suspend financial regulations. Proposed Councillor Goode, seconded Councillor Simpson and agreed. All were in favour.
- b) **Resolved** to appoint Rob Nelson to install a Deer Fence at Beck Lane allotments for the cost of £3840, to be taken from the allotment reserves. Proposed Councillor Goode, seconded Councillor Dearden and agreed, all were in favour.

1819/41 Priestthorpe Annexe

a) To consider the latest actions by Bradford Council regarding the Annexe

A report was circulated.

1819/42 Bingley Pool grant report

a) To receive the grant report and invoices

An updated had been provided earlier in the meeting. **Resolved** to accept the grant report and invoices. Proposed Councillor Dearden, seconded Councillor J Wheatley and agreed, all were in favour.

1819/43 Website

a) To arrange a meeting with Digital Nomads to discuss website enhancements

Resolved to arrange a meeting with Digital Nomads as soon as possible to discuss enhancements to the website and obtain costings. Proposed Councillor Simpson, seconded Councillor Dawson and agreed, all were in favour.

1819/44 Correspondence

a) E-mail on Beacon and consideration of next steps

b) E mail on Remembrance Sunday and consideration of next steps

c) Meeting with ward councillors and consideration of next steps

d) Community Engagement Consultation query and consideration of next steps

e) NALC consultation on new Strategic Plan and consideration of next steps

- a) **Resolved** to arrange a meeting with the Rotary Club to ask if they can lead on the project. Proposed Councillor Dawson, seconded Councillor Goode and agreed, all were in favour.
- b) **Resolved** to give support to the Remembrance Sunday event. Proposed Councillor Dawson, seconded Councillor Quarrie and agreed, all were in favour.
- c) **Resolved** to write to Ward Councillor Heseltine and Ward Councillor Pennington thanking them for their invitation and suggesting meeting after a surgery, inviting Ward Councillor Shaw and the Ward Councillors for Bingley Rural and offering to cover any room costs incurred. Proposed Councillor Wheatley, seconded Councillor Dearden and agreed, all were in favour.
- d) **Resolved** to reply to Big Ideas giving details of the Town Council website which includes community groups and suggesting events could be included on Town Council social media. Proposed Councillor Simpson, seconded Councillor Quarrie and agreed, all were in favour.
- e) **Resolved** to reply stating that the council had not had the opportunity to consult and would require more time in future. Proposed Councillor J Wheatley, seconded Councillor Quarrie and agreed, all were in favour.

1819/45 Access needs of Town Councillors

- a) **To consider the process for dealing with the access needs of Town Councillors**
- b) **To consider any next steps**

Resolved to refer drafting a policy on the access needs of Town Councillors to the Finance and General Purposes Committee. Proposed Councillor Simpson, seconded Councillor Winnard and agreed, all were in favour.

One member of the public left the meeting at 8.42pm

1819/46 Committee minutes

- a) **June Finance and General Purposes committee draft minutes**
- b) **June Planning committee draft minutes**

The minutes were noted.

1819/47 Finance

- a) **To approve payments for June 2018**

It was noted that item reference 300361 should state the payee's name as Ros Dawson not Survey Monkey.

Resolved to approve the payments for June. Proposed Councillor Goode, seconded Councillor J Wheatley and agreed. All were in favour.

1819/48 To consider any promotional items that the Town Council wishes to publicise from this meeting

Resolved to publicise the Play in the Park events, an update on the markets, an update on the toilet project and the town notice boards.

1819/49 Sickness policy

- a) **To consider a sickness policy for Bingley Town Council**

Proposed Councillor Winnard, seconded Councillor Simpson and agreed, all were in favour.

1819/50 To resolve that members of the press and public be excluded from item 1819/51 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)) during consideration of items of a confidential nature.) (Appointment of interim staff to cover Clerk sickness absence)

Resolved that members of the press and public be excluded from the meeting due to the consideration of interim staffing arrangements. Proposed Councillor Quarrie, seconded Councillor Dearden and agreed, all were in favour.

1819/51 Interim Staff

a) To consider the appointment of interim staff to cover the Clerk's absence

Resolved to appoint Barbara Evans as the interim Responsible Financial Officer. Proposed Councillor Dawson, seconded Councillor Goode and agreed, all were in favour.

Resolved to appoint Joe Ashton as the interim the interim Proper Officer/ Town Clerk. Proposed Councillor Goode, seconded Councillor Simpson and agreed, all were in favour.

Resolved to approve that the Administrative Officer work approximately 6 hours a week on an overtime basis. Proposed Councillor Goode, seconded Councillor Quarrie and agreed, all were in favour.

Resolved to delegate all other arrangements to the Staffing committee. Proposed Councillor J Wheatley, seconded Councillor Winnard and agreed, all were in favour.

1819/52

Date and location of next meeting

To note the date of the next meeting as being Tuesday 31st July 2018 at St Wilfrid's Church, Gilstead, at 6:30pm.

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